

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Health Agency	(2) MEETING DATE 11/25/2014	(3) CONTACT/PHONE Nancy Rosen, 781-5518	
(4) SUBJECT Request to approve a three-year (December 1, 2014 – November 30, 2017) renewal contract with Central Courier, LLC in a total amount not to exceed \$210,000 to continue to provide courier transport services for the Health Agency. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Approve the three year renewal contract (December 1, 2014 – November 30, 2017) with Central Courier, LLC, in a total amount not to exceed \$210,000 to transport mail, records, laboratory specimens and miscellaneous items for the Health Agency. 2. Authorize the Health Agency Director or designee to sign renewal amendments in accordance with the contract terms. 			
(6) FUNDING SOURCE(S) Various	(7) CURRENT YEAR FINANCIAL IMPACT \$70,000.00	(8) ANNUAL FINANCIAL IMPACT \$70,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001472		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: <u>11/03/09</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director

DATE: 11/25/2014

SUBJECT: Request to approve a three year renewal (December 1, 2014 – November 30, 2017) contract with Central Courier, LLC in a total amount not to exceed \$210,000 to continue to provide courier transport services for the Health Agency. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Approve the three year renewal contract (December 1, 2014 – November 30, 2017) with Central Courier, LLC, in a total amount not to exceed \$210,000 to transport mail, records, laboratory specimens and miscellaneous items for the Health Agency.
2. Authorize the Health Agency Director or designee to sign renewal amendments in accordance with the contract terms.

DISCUSSION

In March 2009, the Health Agency issued a request for proposal (RFP) for courier services. Agency staff reviewed each of the proposals and concluded the best option was to contract with Courier Services. In November, 2009, your Board approved the initial three year contract with Courier Services to provide courier services to the Health Agency. In December 2012, your Board approved a contract extension, adding an additional two-year term.

In August 2014, the Health Agency issued a RFP for courier services. Each proposal was evaluated on compliance with Occupational Safety and Health (OSHA), Department of Transportation (DOT) and Health Insurance Privacy and Accountability (HIPAA) regulations and demonstration of experience, coordination and cost. Based on the proposed criteria of the RFP, Central Courier was identified as the logical provider of service. The original contract is for three years with the ability to extend for an additional two years under the same terms and conditions. The RFP allows for a total contract term of five years.

The Health Agency utilizes courier services to provide pick-up and delivery of lab specimens throughout San Luis Obispo County, as well as administrative inter-office mail, and medical records from Health Agency locations throughout the County. These services will continue without interruption.

OTHER AGENCY INVOLVEMENT/IMPACT

The Health Agency worked with the Purchasing Division of General Services in the development of a RFP for courier/transport services. The RFP was opened August 1, 2014, and resulted in multiple responses to the RFP. Courier Services LLC was chosen to continue to provide services to the Health Agency.

County Counsel has approved the renewal contract as to form and legal effect.

FINANCIAL CONSIDERATIONS

In FY 2013-14, the Health Agency paid \$88,842 to Central Courier LLC for courier services. In FY 2014-15, the Health Agency budgeted \$90,794 for courier services. Approval of the renewal contract will not increase the level of General Fund required for the Health Agency in FY 2014-15.

Due to the consolidation and streamlining of the existing route, the renewal contract provides for a significant savings over the current contract. The base rate does not include on-call or emergency delivery charges, which are estimated at an annual cost of \$1,800.

	Base Route	On-Call	Total ¹
First Year Annual Cost	\$ 60,736	\$ 1,800	\$62,536
Second Year Annual Cost	\$ 63,772	\$ 1,800	\$65,572
Third Year Annual Cost	\$ 66,961	\$ 1,800	\$68,761

¹ All projections assume an estimated annual CPI increase of 5% to be effective July 1 each year.

RESULTS

The contract ensures that administrative items and laboratory specimens continue to be picked up and delivered as efficiently as possible. The continuation of these services ensures that laboratory specimens are handled in accordance with OSHA and DOT standards. The continuation of these services also supports the Health Agency in achieving the County's overall vision of a safe, healthy and well-governed community.

ATTACHMENTS

1. Central Courier Contract